

Parent Handbook

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**Please note that throughout the school year, there may be changes to Building Brains policies and procedures. These changes will be communicated immediately to parents via email from their campus. Once informed of any changes, it is the parent’s responsibility to familiarize themselves with the content of the handbook. The parent handbook will be reviewed at minimum once a year to reflect any changes to policies and procedures.*

About This Handbook

The intention of the Parent Handbook is to provide parents and guardians with the information they will require to have a successful working relationship with the Building Brains team.

All new families will have the opportunity to review the Parent Handbook online or by booking an appointment with the Center Director. Amendments, additions, or deletions to this handbook will be provided to families currently attending the campus by way of memo or other campus posting, or through the newsletter, and to new families through periodic updates to this manual throughout the year as required.

Released: July 2019

Families are encouraged to provide feedback on policies and procedures that affect them by sending their feedback directly to their Center Director. Families are encouraged to provide their feedback in writing so we have a record of when the feedback was provided as well as the details of their suggestion.

Building Brain's Vision & Mission

Mission

Our mission at Building Brains is to provide exemplary early childhood education by offering a model program facilitated around brain research so each experience builds the child's foundation for future learning.

Vision

Building Brains will share its values and educational philosophy in areas that have been traditionally underserved and under-represented in the field of early childhood education; reshaping the expectations and emphasizing the importance of early childhood experiences within the community.

Core Values

Our core values at Building Brains spell BRAIN and stand for:

Betterment

Reciprocity

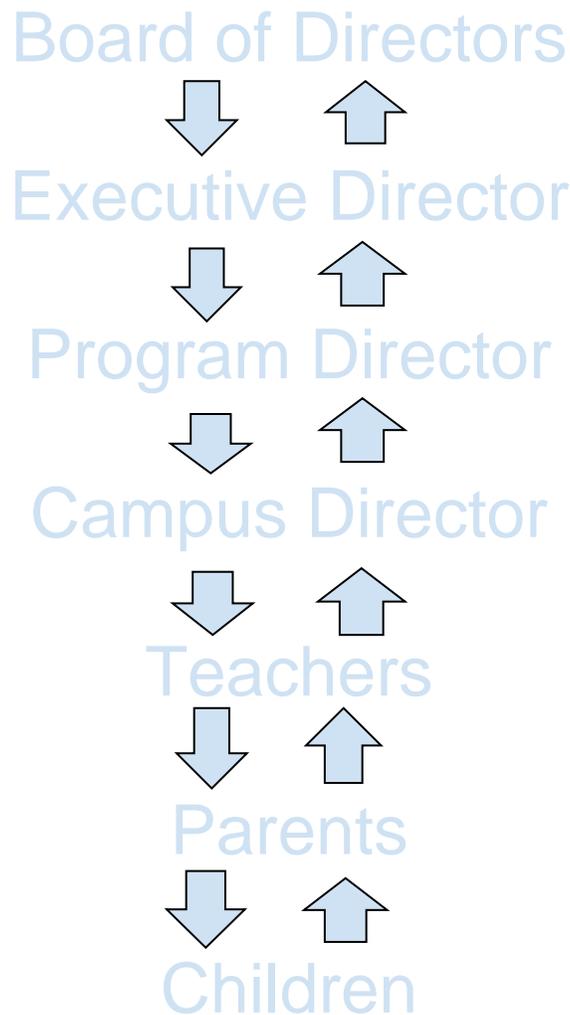
Accelerate

Inclusion

Natural

Organizational Chart

At Building Brains, our first priority is always the children, followed by staff and then families.



Philosophy Statement

Building Brains program philosophy is built around the idea that we teach children *how to learn*, rather than *what to learn*. Our goal is to give children the opportunity to experience different teaching and learning styles in order to develop their whole-brain self.

This idea is central to our programming as children in Building Brains will move through different environments; including our Left Brain (Montessori), Right Brain (Reggio-Emilia Inspired Philosophy) and Movement (focus on Physical Literacy) classrooms.

In each of these learning environments, children remain at the center of programming and teaching decisions. Our 'image of the child' guides our internal decision making, as children at Building Brains are seen as capable, competent and independent human beings.

As children graduate from Building Brains into school aged educational environments, the goal is for the child to have a strong foundation of executive function skills, including working memory, inhibitory control and flexibility. In turn, these skills will serve the child as they apply themselves to a life-time of learning.

About Our Staff, Teachers & Volunteers

Specific information on the campus administrative team is provided on the website. For information on our teachers, check out the 'Meet Our Staff' bulletin board located in each campus. Campus events, field trips and education nights are also great times to get to know the teachers that work at Building Brains.

Staff

All staff persons employed by Building Brains must:

1. Provide a criminal record check, including vulnerable sectors search, dated within six months of their commencement date with the company. The criminal record check and vulnerable sectors search is renewed, at minimum, every three years thereafter in order for the employee to continue being employed by the campus.
2. Submit current first aid certification
3. Provide Child Care Certification issued by the Government of Saskatchewan. The only exception to this is our Cook staff team as they do not work directly with the children.

Lead Teachers

Lead teachers at Building Brains come from a variety of educational backgrounds. They are selected for their experience, knowledge and relationships with the children; as well as their attitude towards growth and a passion for children.

Volunteers

Parents and other community members may apply to volunteer at Building Brains through the Campus Directors. All volunteers are required to be 18 years of age or older.

Volunteers are required to submit the criminal record check, including vulnerable sector search, prior to their first day of service with the campus. We strongly encourage all volunteers to be first aid certified and all volunteers must adhere to all Building Brains staff policies.

Volunteers may be requested to perform a variety of duties at the campus, including but not limited to cooking, classroom support, filing, photocopying, preparing materials for classroom use, etc. Volunteers will never have unsupervised access to children. Volunteers will always work under the supervision of a teacher and the Campus Administrative team.

Extended "Team" Members

Building Brains may partner with different support agencies throughout the year, and other professionals may come to work with the children and teachers. In these cases, these individuals must comply with their own agency's documentation policy.

More about our program

Infants - Montessori Floor Bed

“To assist a child we must provide him with an environment which will enable him to develop freely.” – Maria Montessori

Building Brains supports and follows the Montessori philosophy. Accordingly, freedom is considered to be the single most important factor in allowing children to develop as spontaneous, creative individuals. Maria Montessori saw the role of education as providing an environment in which, the children could be set free to follow their natural impulses to become the wonderfully dynamic, natural learners they were created to be!

At Building Brains campuses, napping ritual is also designed around the Montessori philosophy. The Montessori approach to sleep is based on an understanding of natural sleep patterns and a sincere desire to protect your infants' inborn ability to regulate and be independent in their sleep. We believe that if we can show (and teach) our little ones how to sleep on a floor bed of their own, the parents will have a child who is more secure in sleep and more capable of staying in bed and not getting out as he or she grows older (as opposed to the 3-year-old's transition from crib to bed, which often leads to going back up into the parent bed in the middle of the night!). Letting a child learn that it is casual to get into and fall asleep on a bed without being forced is a great feeling.

Junior Preschool and Preschool Program

What makes our preschool program the best and stand out from the rest? Building Brains understands the early years of life are critical for growth and development, school readiness, and it sets the foundation for life-long success. We want to successfully build stronger foundations and brighter futures with care, time, and patience. As such, Building Brains Preschool programming is offered to children as young as 18 months in our Junior Preschool. By allowing families the choice to start their child's education early, Building Brains believes we can have a greater impact on brain development.

Our programs and curriculum are more comprehensive by providing a variety of activities and the curriculum is designed to expand and define each hemisphere of the brain. We offer two sessions 8:30am to 12:00 pm (noon) and 12:00 pm (noon) to 3:00 pm. By rotating classes, either on a daily or sessional basis, children develop mental flexibility, become more independent and socially adaptable. Children thrive in orderly, well-organized classrooms with schedules that allow for a balance of active and quiet activities.

Building Brains' educational approach is designed to teach children beyond the basic skills and information required for kindergarten. Our preschoolers are on an accelerated track to acquire literacy and cognitive skills through a standards-driven, brain-based curriculum. They are also immersed in an abundance of hands-on, multisensory measures designed to advance their learning. Then they break out to experience and further define those skills during independent, child-led classroom environments. All subject areas are covered in our full day preschool program so preschoolers experience language arts, science, math, social studies, health and physical education.

They participate in whole-group, independent or teacher-directed, skills building or child interest - activities.

Building Brains teachers use multiple ways to evaluate students' performance and development in different learning domains, including report cards from each classroom, documentation of learning, as well as our unique Brain Metrics system of analysis. Your child's progress will be shared with you semi-annually throughout the year at our Parent-Teacher Interviews, but parents are also encouraged to set up a meeting with classroom teachers or the administrative team any time they require more support.

Operational Policies and Procedures

Hours of Operation

Building Brains is open Monday - Friday, with the exception of Statutory Holidays as listed by the Government of Saskatchewan.

The hours available for care are 7:00 am - 6:00 pm. 'Preschool Curricular' hours are 8:30 am - 3:00 pm.

It is expected that all children are dropped off at the campus by 8:30 am, barring illness or medical appointments, as this is the time that school begins.

Late fees or other disciplinary measures may apply in the event that program times are not respected. *Late fee pricing is found in the late fee section of the handbook.*

School Calendar

Building Brains is closed for statutory holidays as listed by the Government of Saskatchewan. In the event that a holiday falls on a Saturday, the campus will be closed on the Friday prior to the holiday. If the holiday falls on a Sunday, the campus will be closed on Monday directly after.

An annual calendar listing all closure dates will be shared with families at the time of their registration, as well as posted on the website.

Professional Development Days

Based on Building Brain's educational philosophy, it is important for teachers and other staff members to participate in regular, paid training opportunities.

As such, the campuses will have extremely limited availability twice per year for Professional Development Days.

These days will be communicated in advance through the annual school calendar. Other reminders, such as email or posts on the door, will also be sent out.

Building Brains will select days for closures that disrupt the least amount of children and families, and will also follow the process of "Poll and Plan" for these additional closures. This process involves allowing families to communicate that they still require care on these additional closure dates, and then Building Brains will arrange for alternate coverage.

Parent-Teacher Interviews

Building Brains offers more than just child care. Because of our educational philosophy, we believe it is important to share children’s progress with their parents and caregivers in a formal parent-teacher interview, rather than just in passing.

As such, Building Brains will have extremely limited availability twice per year for Parent-Teacher interviews.

Building Brains will select days for closures that disrupt the least amount of children and families, and will also follow the process of “Poll and Plan” for these additional closures. This process involves allowing families to communicate that they still require care on these additional closure dates, and then Building Brains will arrange for alternate coverage.

Services Offered and Ages

Building Brains offers two sister campuses, side by side, for family convenience.

The Junior Preschool campus will offer care for children ages 3 months - 4 years of age.

The Preschool campus will offer care for children 2.5 years - 6 years of age (or such time as a child enters Grade 1).

Families are able to choose 2 day, 3 day or 5 day schedules. If choosing a part-time (2 day or 3 day) schedule, the days are subject to campus availability and must remain the same unless a change is requested in writing with one month’s notice, from the first of the month.

Monthly Tuition Chart

Monthly tuition for the programs are listed below. They are age-based tuition, meaning as soon as your child falls into the next age bracket, their tuition will change, though they may remain in the same program:

Infants (0 – 18 months)			
	2 Day	3 Day	5 Day
Preschool & Care	625	925	1295
Junior Preschool (19 months – 3 years)			
	2 Day	3 Day	5 Day
Preschool & Care	500	695	995
Preschool (3 years – 6 years)			
	2 Day	3 Day	5 Day
Preschool & Care	425	650	895

Specialized Services

Building Brains is an inclusive environment and will attempt to support children with different needs and abilities, provided that additional support can be provided. Because of the nature of Building Brains programming, large class sizes and the regular transitions throughout the day, Building Brains may not be the right fit for all children. The child's needs will be at the forefront of all conversations regarding additional services and supports that may be required.

Admission and Registration Policies

Admission

Building Brains accepts children from 3 months to six years of age provided the child has not started attending grade one.

Building Brains believes that our programs are best understood in person. Every family should have a tour prior to starting their child with us. At your tour, campus staff can provide you with a better understanding of the program philosophy, transitions, class sizes and other important program details that are covered in this handbook. Tours are booked through our website or by calling our registration team.

Registration

Families of prospective students must complete an application form and pay a non-refundable \$100 application fee to gain admission into our program. All applications must be completed online.

In order to secure a spot at Building Brains, all steps of the registration process must be completed, which includes the following:

- \$100 application fee
- Signed enrollment contract
- First month's tuition deposit (50% of the fee)
- Annual Materials Fee payment (\$100, September – June)(Summer material fees may apply)

Once all items are received by a Building Brains staff member, parents will be invited by the campus for a Parent Orientation prior to your child's first day of attendance. At this time, remaining paperwork required before your child's first day will be signed and any questions you have will be answered. Please be aware that parent orientation is set up at the campus level and may be in a group format, or individual families.

Schedule Change Requests

All changes to your child's schedule must be requested through a Schedule Request Change Form, submitted by the 1st of the month for the following month (IE: a change as of June 1 would require the form to be submitted no later than May 1). All approvals are based on availability within the campus and are approved on a first-come, first-served basis. If a schedule change cannot be accommodated for the month requested, it will be put in queue for the following month.

Last minute and urgent schedule changes will be subject to a 10% convenience charge, should approval be granted.

Re-Enrolment Policy

The benefits of Building Brains programs are best seen with consistent and long-term attendance. As such, should a family decide to withdraw their child from any Building Brains program and request to return at a later date (such as during an extended vacation), the family must register once more as a new family. In order to keep their space during an extended absence, the expectation is that parents will continue to pay their tuition.

All returning families must pay all fees to complete their registration, including the Annual Materials Fee and the first month's tuition deposit. Returning families will not be able to use the Annual Materials Fee paid earlier in the school year.

Any family who has withdrawn their children from a Building Brains program within the school year will have a 3-month probationary period applied to their account. In this instance, a space will not be offered until three months have passed from the child's last day of scheduled attendance.

Families who re-register must also go on the waitlist, should one be in place at the end of the probationary period.

Transfer Policy/Semester System

All families who attend Building Brains Junior Preschool campus will automatically transfer to the Preschool and Kindergarten campus, unless termination notice is provided by the parents and caregivers.

All campus transfers will happen according the semester system of enrollment, where children graduate to the next program in September, January, July or August, as a student cohort, subject to children's development and spaces available.

If parents/guardians are interested in learning more about what factors are considered when evaluating a child's developmental readiness, they are encouraged to speak to campus management and review our Brain Metrics system.

Finances**Membership fees**

There are no membership fees for attending Building Brains.

Application Fee

Families interested in registering with Building Brains must pay a \$100 non-refundable application fee for processing services. Should a family choose to terminate care and return to Building Brains at another time, the application fee must be paid again in full.

Annual Materials Fee

Released: July 2019

Families will be charged \$100 per year to support the purchase of quality materials for the classrooms. The annual materials fee also supports the different events that take place throughout the year, such as Christmas celebrations, Mother's Day and Father's Day as well as graduation.

Annual Materials fees are charged at the time of registration, and then again every year in May for the upcoming school year (Sept - June). In the event that a family registers to start in January or later in the year, the fee will be pro-rated.

The Annual Materials fee is non-refundable in the event that a family should choose to terminate care in the middle of the school year.

Late pick up fee

Families who pick up their child(ren) after 6:00 pm will be charged \$1 per minute. These additional fees will be applied to monthly tuition or are payable by cheque. Parents who continually abuse the late pick up policy risk losing their spot at Building Brains.

Collection of fees

Fees are collected monthly, on the 1st of the month, in advance of services. Fees must be paid via EFT (Electronic Funds Transfer) or by credit card. A 3% processing fee will apply for all credit card payments.

In the event that monthly fees are not submitted on time, or if an account is withdrawn and declared NSF (non-sufficient funds), then a late payment processing fee will be applied, plus the fee for NSF.

Once notified that their payment was not received, families will have until the 15th of the month to submit payment, or their child's care will be suspended. If payment is still not received, families risk termination and their information may be shared with other collection agencies for payment.

Included in fees

Building Brains will supply all daily consumables for children in both campuses, including diapers, wipes, and diaper cream.

Breakfast, lunch and afternoon snack are also included based upon when a child arrives to school and/or pick up times.

Bedding is included for the Junior Preschool program.

In addition to the above, tuition fees include access to the following:

- Special guests, projects, and specialized instruction
- Special events provided throughout the year, including Mother's Day and Father's Day
- Parent Education Nights

Subsidy

Parents and caregivers are encouraged to apply for subsidy through Saskatchewan Social Services. Parents and caregivers are responsible for filling out and submitting forms, as well as ensuring that their child is in attendance for the minimum number of hours per month (36 hours for infant - kindergarten).

If a family does not qualify for subsidy or meet the minimum number of hours or if there is any delay in approval, parents and caregivers will be required to pay the full tuition fee.

If parents and caregivers require support or assistance with their application, they are encouraged to connect with Building Brains Campus Directors .

Fundraising

Building Brains may require fundraising assistance from parents and families.

Issuance of Receipts

Families are able to access their receipts through their OnCare parent portal. Receipts will not be issued on a monthly basis. Anyone who has an outstanding balance will not be given a receipt.

Family Rates

Although we realize the cost to send multiple children is high, we do not provide a family discount on annual material, or monthly fees. The fees are set to maintain the quality and integrity of the program. However, to assist families with multiple children we provide priority registration for siblings.

Tuition pre-payment

Periodically at Building Brains, parents will be offered the ability to pre-pay for services. If you pay for a minimum 12 months tuition, you will receive 10% off. Please note that the pre-paid tuition is non-refundable and this opportunity is not offered at all times throughout the year. When pre-payment is available, it will be offered to all parents and families currently enrolled in the program.

Staff Discounts

Building Brains team members receive 50% off the posted tuition fees.

Termination of Services

Parent and caregiver initiated termination

Parents are required to provide written notice of termination of care. Notice must be provided at least 30 days in advance, from the first of the month. For instance, notice of termination provided on June 1st would mean the last day of care is provided on June 30th. Notice of termination provided on May 15th would mean the last day of care is provided on June 30th.

Campus initiated termination

In exceptional circumstances, Building Brains may need to terminate care for a family. These circumstances may include when a family is unwilling to follow the policies and procedures as

outlined in this handbook, when a parent or caregiver is disrespectful or threatening to staff members, or when the behavior of a child or caregiver is disruptive to the other families at the campus or requires support beyond what Building Brains is able to provide. In these circumstances, Building Brains will provide one month's notice. At times, one month's notice may not be given due to extenuating circumstances.

Refund Policy

There are no refunds for termination of care initiated by the parents or caregivers.

Communication and Feedback

Daily Reports

For day to day matters and details about their child's day, parents and caregivers are encouraged to communicate regularly with members of the campus administration team. Parents and caregivers are also encouraged to set meetings with their child's teacher in the event that they would like detailed feedback on their child.

Daily reports will be sent home regarding day-to-day details about a child's experience at school. Monthly newsletters will be sent out to share about learning projects and themes in the classrooms, upcoming events and other campus happenings.

Open Door Policy

Building Brains practices an open door policy, where parents and caregivers are welcome to visit the campus and observe their child at any time. During their time at the campus, parents are not allowed to interrupt teachers by entering the classroom, as the teachers are in class with children, and it can distract both the teacher and the children. On the occasion that parents do enter the classroom during arrival and pick up time, please note that teachers are not expected to stop their engagement or involvement with the children in the room to speak with parents. At that time, parents are welcome to observe the classroom and other children. If parents have questions, please speak to campus management to set up a designated meeting.

Parents of infants are encouraged to enter the classroom to pass on pertinent information about their child's care routine, health and well-being.

Concerns

In the case where parents, community members or other stakeholders have concerns or feedback that they would like to share, they are requested to share their concern directly with a member of the campus administration team. For serious concerns, documentation in writing must be submitted; either via letter or email. If the issue is not resolved satisfactorily, then the concerned party may escalate the matter to the Program Director.

If circumstances warrant, or in the event that an issue is not resolved by the Program Director, then concerns and feedback may be escalated through the organizational chart, ultimately referring the matter to the Executive Director.

Children's Records

Semi-Annual Review

While your child is attending Building Brains, you will always be required to maintain current records on your child with the campus. A semi-annual review of your child's profile and emergency contact information will be required to be completed, at minimum, each March and September/October.

Parents may be expected to review and complete paperwork files (twice a year) regardless of registration date. Changes to a child's file can only be accepted in writing or via email to ensure that they don't get lost; this includes changes in contact information, medical information or other. Parents are responsible for ensuring that all changes are communicated to the campus administrative team.

Allergies and guardianship orders

It is important to note that parents and caregivers must be especially diligent in communicating any information around a child's medical history, allergies and food restrictions, as well as any guardianship orders in place. Corresponding documentation, such as doctor's notes and court documents, may be requested to ensure proper care is provided to your child.

Access to records

Children's records will be available for parents and caregivers to review at reasonable times and by request. Parents will be required to verify their child's attendance records on a monthly basis and sign that they agree to the listed times to confirm accuracy.

Health and Safety Policies and Procedures

Allergies and Medical Conditions

Building Brains expects that parents/guardians act as professional partners when it comes to ensuring the safety of all children. This includes keeping all medical information up to date and notifying campus staff immediately in writing of any changes.

All allergies, food restrictions and medical conditions will be documented using Building Brains Allergy and Medical Conditions form. These forms will outline the severity of the condition, associated triggers, expected symptoms and what kind of medication will be provided. **Please note, if a child requires an inhaler, epi-pen, seizure medication or any other life saving medication, it is the responsibility of the parent/guardian to provide the campus with those items. If the medication is not at the campus or has expired, Building Brains will call and notify the parent/guardian, who will be required to bring it to the campus immediately or pick up their child. Building Brains will ensure that parents are informed in advance of medication expiration.**

Teachers will ensure that emergency medication moves with the child(ren) and is available for use at all time. Teachers will be directly responsible for overseeing and managing the service of meals in the classroom, and management of any medical safety plan. Campus Directors will be responsible

to enforce all Kids U policies regarding medical conditions and life-threatening allergies, as well as ensuring that all parties are aware of their roles and responsibilities.

Aerosols

Building Brains will not use aerosols for any reason within the presence of children attending the campus at any time. The use of pesticides shall not occur in the presence of children attending the campus. Additionally, when the campus is made aware of a public application of pesticides (i.e. on the public park adjacent to the campus), children attending the campus shall not be allowed to use these areas until the risk of exposure has passed. Alternative sites will be used by the school to provide similar experiences to the children.

Outside Policy

The children will not be taken outside for outdoor time if the temperature becomes hotter than 30-degrees Celsius. If the air quality is rated at 4, 5 or 6, outside time will be reduced and children with respiratory conditions and infants will be closely monitored. If the air quality is rated a 7 or higher, children will not be taken outside too.

In the winter months, the following temperature ratings (including wind chill) apply:

- Infants: -24 degrees Celsius
- Junior Preschool: -27 degrees Celsius
- Preschool: -30 degrees Celsius

It is expected that at all other times parents/guardians provide their children with the correct gear to enjoy outside time, including rain pants and rain boots when it rains.

While outside, Building Brains accesses and uses both public pathway systems as well as public parks in the community on a regular basis. The use of any public park shall be subject to a safety inspection to be completed by campus staff prior to allowing children to use the structure or play site. Any hazard or potential hazard that cannot be safely removed or corrected by staff shall deem the site as inappropriate for use by the children. The same discretion will be used by staff when accessing public pathway systems. Should a staff member become aware of a safety risk, either potential or imminent, the children shall be immediately removed from the area and redirected to a more suitable area or return to the campus. Parents and caregivers will be notified at the time of orientation of all approved nature walk routes and other designated play fields.

These nature walks and adjacent community parks are considered neighbourhood walks, rather than community excursions.

Materials

Art and craft materials used by Building Brains shall be of the non-toxic variety at all times. Although the campus encourages reuse of certain materials in order to promote recycling efforts and support our Loose Parts programming in our Right Brain classrooms, considerations for health and safety will be of top priority. For instance, empty food containers will be washed before used in the classroom. Also, items which pose a risk to children's health or safety shall not be used (i.e. Styrofoam that creates small balls when broken and pose an inhalation risk).

Bottles, Nap time

Released: July 2019

The use of glass bottles for infant-aged children shall be accommodated by the campus, however it will be the responsibility of the family to ensure all glass bottles are provided with an impact reducing/resistant cover to minimize chances of bottles breaking. These covers are usually silicon in nature and can be found in most stores, which sell glass bottles.

Children cannot be put to sleep with the use of bottles or training cups in their beds. Soothers are considered acceptable in their place at this time.

Communicable Diseases & Illness

Building Brains observes the recommendations for controlling communicable diseases as outlined by the Government of Saskatchewan.

Children exhibiting any of the following symptoms or conditions may not attend the childcare campus:

- Fever more than 38 degrees Celsius (24 hours from last fever reading), or any temperature higher than 37 degrees Celsius which is also accompanied by a change in the child's temperament/behavior (eg: crying, lethargy, irritability, refusal to participate in activities, expressions of general discomfort/pain)
- Vomiting (24 hours from last incident)
- Diarrhea (24 hours from last incident)
- Continuous green or yellow nasal discharge (indicates infection)
- Discharge from eyes (indicates infection)
- Head lice (until first treatment has been applied)
- Conjunctivitis (Pink Eye) (until 24 hours from beginning of treatment)
- Any other communicable disease (until medical note can be provided to indicate safe return to campus).

Please note, Building Brains may request to see a doctor's note at any time in order to rule out if a condition is contagious or cause for exclusion.

At times of an outbreak, observed removal times may be increased to 48 hours or greater as advised by the Government of Saskatchewan. An 'outbreak' is defined as two or more cases of the same cluster of symptoms. In such circumstances, parents will be informed via email what symptoms to watch for, the mandatory exclusion time, the steps the campus will be taking to deal with the outbreak as well as steps that parents and families can take to prevent the spread of diseases at home.

Children who develop any of the above symptoms or conditions will be removed from childcare to a quiet area for proper supervision, either in the classroom or elsewhere, while parents, guardians, or emergency contacts are notified of the immediate need for the child's departure.

In rare circumstances, certain other conditions which may pose a threat to the health and safety of other clients or campus staff may also warrant the required removal of a child from the campus, at the discretion of the Program Supervisor or designate.

Regular and ongoing hand washing routines are in place within the campus and promoted to all children by the campus's staff. Staff will ensure children practice thorough hand washing on a regular and ongoing basis and that it:

Accident/Incident/Illness Reporting

Should a child be injured while in the care of the campus, an accident/incident or illness report will be completed by the staff person who witnessed the event. This report will detail what the event was, how it occurred, who witnessed it, whether first aid or other medical intervention was required and what was completed, and any other relevant information (such as corrective action).

At times, an incident report may be completed to inform parents/guardians of a child's behavior while at Building Brains. Examples of the kinds of behavior that could be reported to parents in the form of an incident report includes biting, swearing, crying or yelling or other disruptive behavior that lasts longer than is developmentally reasonable, or any other anti-social behavior. Occasionally, this kind of behavior may require that a child is picked up early/sent home. If the behavior continues or does not improve over time, other avenues of support will be considered up to and including termination of care.

All incident/accident reports must be signed by the child's parent/guardian, with the original form remaining in the child's file at the campus. Parents and guardians are welcome to request a copy for their records if they so desire.

Administration of First Aid

Before the first day of service can be provided, families must consent in writing to the administration of emergency first aid to their child by campus staff through their enrollment contract. The campus ensures all staff has a current first aid training certificate in order to ensure the quickest time in the event of the need for the administration of first aid to a child.

Should a child require additional medical attention beyond the scope of emergency first aid treatment that can be provided by campus staff, Building Brains will, depending on the severity of the incident, attempt to reach:

- The parent(s) or guardian(s) listed on the child's emergency contact form
- The emergency contacts listed on the child's emergency contact form
- Call 911 at the direction of the Program Supervisor or designate, or immediately anytime an epi-pen is administered.

Emergency Medical Services Personnel

If the need arises for EMS to attend the campus to provide medical assistance to any of the campus's clients, any costs associated will be billed to the child's parents or caregivers. Building Brains will make every effort to act in the best interest of the health and safety of the child involved in the incident in addition to calling the parents or emergency contacts immediately.

Administration of Medication

Building Brains teachers may administer medication to children under parent/guardian request, including prescription medication, over the counter medication as well as herbal remedies. Building

Brains can only allow the administration of medication to children within their care under the following conditions:

- The parents or guardians have provided written consent for the administration of the medication through the completion of the campus's appropriate paperwork
- The medication is in the original labelled container and indicates in English:
 - The name of the medication
 - If the medication is prescribed, the first and last name of the child (which must match the child's registration/profile)
 - The dosage of the medication to be administered, which must match the known age/weight of the child
 - The frequency of administration of the medication
 - The length of time over which the medication is to be administered (i.e. 2 weeks, until finished, etc.)
 - Any other directions provided by a doctor
- For emergency medications (i.e. asthma inhaler, EpiPen, etc.), under what conditions the medication is to be administered (i.e. physical signs that will be present indicating the need for the medication)

In all cases of administration of medication, only persons with a valid first aid certificate will be allowed to administer medication to children in the campus's care. For ongoing medications, an ongoing form for the administration of the medication will need to be completed. Completed medication forms remain at the campus in the child's file.

Following administration of medication, staff will ensure children are observed to ensure no sign of adverse reaction presents itself. Staff will ensure the appropriate paperwork is completed following the administration of any medication, and that the following information is documented:

- The name of the medication
- The time of administration
- The amount administered
- The initials of the person who administered the medication

All medications while in the campus will be made inaccessible to children. Emergency medications in the campus will be placed in a marked container, out of reach of children, but readily accessible to staff. Non-emergency medications will be stored in a locked container and made inaccessible to children.

Families who wish to have over the counter medication, herbal remedies or supplements administered to their child while in the care of Building Brains must provide the campus with the same documentation as is required for regularly prescribed medication as listed above. Building Brains may request a doctor's note at any time to support the reasons for administration.

In addition to the conditions outlined above, parents and guardians are also required to disclose to the campus if their child has had medication administered prior to arriving in the care of the campus. The campus's administration of medication form will be required to be filled out by the parent or guardian each when this occurs.

Fire Drill, Emergency Evacuation, and Campus Lock Down Procedures

Building Brains observes monthly fire drill practice, both announced and unannounced. Additionally, emergency evacuation and campus lock down practices will occur throughout the year to ensure all staff and campus clients are comfortable with the procedure in the case that a real need for any of these should arise.

Evacuation routes are posted in each room in the campus to ensure clarity for all persons in the campus at the time of the drills. All staff have been provided with a complete outline of the procedures required for each type of drill and copy of this is additionally provided to them in the emergency contacts binders kept with the first aid kit in each room in the campus. Emergency contact information, first aid kits and emergency medication are removed from the campus and kept with staff during any and all emergency evacuations, fire drills, or campus lock downs.

In the event of an emergency evacuation, all parents will be informed as soon as is practical and reasonable of the situation. Should the school need to remain evacuated due to the imminent danger present to the campus or its clients, parents and guardians of children will be contacted from the evacuation site by telephone and email, and will be advised of the situation and where their children can be picked up from. If parents or guardians cannot be reached, emergency contacts will be notified of the situation.

Nutrition Policy

Building Brains believes in encouraging children to make healthy lifestyle choices from an early age. In order to support this, the campus follows the recommendations as outlined by Eating Well with Canada's Food Guide.

Building Brains provides meals and snacks to all children attending the campus in accordance with the above-mentioned guides as reference, and in sufficient quantity and time intervals to meet the individual needs of the child. A seasonal, semi-annual, rotating menu will be posted for families to review on the main bulletin board, shared through the monthly newsletter and posted on the website.

Parents of children with food restrictions and allergies will be required to notify campus staff at the time of their registration and to confirm the information at time of orientation. There will also be additional paperwork to complete at time of orientation, or at such time a new allergy is identified, to ensure that all involved parties are aware of the food restriction/allergy. Building Brains staff may request to see a doctor's note in order to ensure the most accurate up to date information is available to campus staff in terms of allergy management.

Building Brains will make every effort to accommodate basic allergies (specific to simple foods). If Building Brains is unable to accommodate your child's allergy, parents/guardians will be asked to provide replacement meals. Please note, there will not be any financial compensation or discount in lieu of meals not provided. Replacement meals must adhere to the nut-free policy, including but not limited to oils, flours, butters and milks.

The campus will ensure that the kitchen staff have completed the required Provincial Food Safe Certification. Children will be encouraged to remain seated at the tables until they have finished their meal, snack or drink.

Nut-free facility

Building Brains campuses attempt to maintain a nut-free facility at all times. Items are screened closely by kitchen staff and/or Campus Directors. Any item found to be containing (or having the possibility of containing) nuts of any kind will not be served and/or allowed in our campuses. This includes food brought from home by children, including those items that say, “May contain traces of tree nuts and peanuts” or “Made in a facility that also processes nuts.”

The above request also applies to food brought in to celebrate special occasions and birthdays with children. Building Brains requires that any food that will be served to children is made in a professional facility (no homemade birthday cake or cookies) that does not contain nuts of any kind. Should a parent/guardian provide any item that has been made at home, to be served to the children, Building Brains requests an ingredient list be provided, and these items will be sent home individually rather than consumed in the classrooms.

Driving while under the influence

Under no circumstances should parents or caregivers pick up their child while under the influence. If Building Brains team members suspect that a person is driving while under the influence they will take the following steps to ensure the safety of everyone involved:

- 1) Determine if the person is under the influence by asking; “Have you been drinking or using any drugs that may impair your ability to drive?”
- 2) If the person answers yes, alternative means of transportation will be suggested, including a ride-share, public transit or taxis.
- 3) If the person refuses the alternatives, the child will not be released into the parent or caregivers’ care.
- 4) All costs for alternative transportation will be applied against a family’s account and will be paid by the family.

Smoking Restrictions

All people in the campus are prohibited from smoking of any kind. Staff members and volunteers, including parent volunteers on outings, are prohibited from smoking in front of the children in the program.

Parental Involvement

Offsite excursions – Community excursions

Parents and other family members are encouraged to participate in offsite field trips in order to enhance the ratios and levels of supervision of children while away from the program. Specific information relating to the field trip will be provided to families prior to the scheduled field trip and appropriate consent forms will be required to be completed for children to participate in the field trip.

Parents or other family members volunteering their time for these trips will be required to complete a volunteer form prior to the field trip date.

Volunteering at the campus

Parents and caregivers are encouraged to volunteer at the campus. Should a parent wish to volunteer on a regular basis, criminal record checks will be required. If parents are supporting a special event where other parents will be in attendance, no additional paperwork is needed.

Parent Board

Parents and caregivers of Building Brains' students can provide feedback and offer suggestions and support by participating on the Parent Board.

Additional Policies and Information

Signing In and Out

Teachers and Campus Directors are responsible for ensuring that all children are signed in and out in a timely and accurate manner. Attendance records will be shared with families monthly for review for accuracy.

Pick up/Drop off policy

Building Brains practices independent living; children should be made responsible to go to their classrooms and put their materials in the designated area and undress themselves. At the end of the day, children are responsible for cleaning or finishing their activity they have been working on, grab their belongings and get dressed themselves. As such, **parents/guardians must drop off and pick up their children from the reception area/main office where a staff member will assist the child to their assigned classroom.**

The doors entering the campus classrooms are locked. Parents/Guardians of children attending Building Brains Infant program will be welcome to enter the classroom daily.

Absence policy

In the event of an absence for any reason, Building Brains respectfully requests a telephone call or email to indicate this. Voicemail is available 24 hours per day, so feel free to call anytime!

Custody/Visitation

Families with guardianship orders or custodial disputes are required to provide timely and legal documentation. Building Brains staff will follow the expectations as outlined in any legal documentation.

Required Items from home

Parents and Caregivers are required to supply children with the following items:

- Spare change of clothing, including underwear, socks and weather appropriate tops and bottoms
- If potty training, a complete second set of clothing (at minimum)

- Indoor running shoes
- Water bottle
- Appropriate outdoor clothing including snow pants, toque, gloves, warm coat in the winter, rain pants, rain boots and rain jacket in the spring, and summer hat, sunscreen and bug spray in the summer months.
- Special snuggly items for children who are still napping, such as soother, stuffed animals or blankets
- For children in the infant program, formula or expressed breast milk must be provided if a child is not yet drinking cow's milk. In these cases, the formula and milk must be labelled with the child's name and date.

If a child does not have any of the above listed items, back up items may be available from the campus. If a child needs to bring any clothing home, families are expected to launder and return the items immediately.

All items must be labelled with the child's name.

Please note, toys from home are **not** permitted in the classrooms as they distract children from engaging with the learning materials and may get broken, stolen or lost.

Building Brains is not responsible for any items that go missing that are not labelled or any damaged items that are not required.

Bins

Building Brains uses a personal storage cubby system to store children's belongings at the campus. Plastic cubby bins are included during a child's time at Building Brains. These bins should be brought back and forth between home and school, as there is no bin storage at the campuses. The bins should be treated with respect and care for the bin is utilized to teach children about self-care and independence. Families who mistreat their child's bin or regularly need a replacement bin may be asked to provide a bin themselves. Soiled clothing will be placed in a plastic bag inside the bin to be taken home at the end of the day.

Behaviour Guidance Policy

Children look to adults for guidance. Building Brains strives to provide children with an environment that encourages exploration, interaction, decision making, and fosters self-control. When adult guidance is needed, the individual needs and behaviours of each child will be taken into consideration. This is also true with discipline. The goal of discipline is not to influence behaviour through fear of punishment, but to support the development of self-control and problem solving skills.

Possible Guidance Strategies

It is important that staff create a positive atmosphere with maximum opportunities for desirable behaviour and problem solving. This will be done by:

- 1) Exploring with the children what behaviours are acceptable and discuss the reason for limits, and doing so in a positive way.
- 2) Focusing on the child's behaviour rather than on the child

- 3) Allowing the children time to respond to the expectations
- 4) Reinforcing appropriate behaviour
- 5) Being willing to listen and respond in a fair and supportive manner
- 6) Observing children in order to anticipate potential challenges and assist in problem solving.

Possible Intervention Strategies

One or more of the following strategies may be used if a child displays inappropriate or anti-social behaviors. Please note, this list is not exhaustive and other strategies may be used.

1. Establishing eye contact and communicating in a respectful manner at all times
2. Having the children involved in making plans and rules within the program
3. Children will be reminded of limits, taking their feelings into consideration
4. Verbal assistance will be shown by modeling problem solving if a child is discouraged or frustrated
5. Children will be offered choices in a non-threatening and non-punitive way to assist them in meeting expectations
6. We will clarify the inevitable or unavoidable outcome/consequence of specific behaviour to the child
7. If the child is unable to resolve a problem or take responsibility for their actions, they will be redirected to another activity, or in special circumstance, be limited in the use of a piece of equipment
8. If all else fails, the child will be removed from the situation in a way that ensures that the time away is a positive learning experience
 - a. Prior to the use of 'time away' the child will be given an explanation of what it means and what it involves
 - b. The 'time away' place will be located within the play area, where they can still be supervised, but far enough from the activity
 - c. The child will be allowed to determine when he/she can return to the activity
 - d. For preschoolers, the time away period will be no more than one minute per year of age, to a maximum of five minutes
 - e. Appropriate or acceptable behaviour of the child following the time away will receive praise
9. On a rare occasion where a child loses control and could possibly injure him or herself or others, we may be required to hold the child and soothe them until self-control is regained
10. When a child is ready, they will be provided an opportunity to make amends

Any disciplinary action taken must be reasonable for the circumstances of the situation being addressed.

Ethical Conduct - Staff and Parents

Building Brains strives at all times to maintain the highest ethical conduct, and requests the same from parents and caregivers. The following practices are considered unacceptable and will not be tolerated in the campuses, with respect to adult-to-child interactions or adult-to-adult interactions:

- Any form of physical punishment
- Any form of verbal or physical degradation
- Any form of emotional deprivation
- Deprivation or threatened deprivation of any basic necessity

- Any form of physical restraint, confinement, or isolation
- Any other behavior that is considered to be threatening or abusive in nature

Problem Solving & Conflict Resolution Model

Building Brains will practice, model, and share the following problem solving and conflict resolving idea with all children and staff within the program:

S - T - O - R - E

Stop – Have everyone involved in the conflict stop to regain self-control so they can discuss the situation

Talk – Encourage individuals to talk about why they are upset and ask questions to identify the problem

Opinions Count – Give everyone a chance to brainstorm possible solutions, encouraging everyone to be as creative as they can, and accepting all ideas

Reconsider – Consider all the ideas that were generated. Have children think about whether an idea would work, is fair, and what might happen if they tried it. Have children agree to try one of the ideas.

Execute – Discuss how to carry out the decision

Transitions (between classroom environments)

At Building Brains, transitions between the different classroom environments (Left Brain, Right Brain and Movement) are an important part of building a child's brain. When children first join Building Brains in Junior Preschool or Preschool, they will have a fixed schedule for ninety days (or, three months). In this time, the child will have the chance adapt to the environment, observe other children transitioning and learn the general routine of the campus.

Teachers will closely observe the child and watch for signs that the child is ready to begin transitioning between the different environments. Teachers will also complete a Brain Metrics form to formally evaluate the child's executive function skills. After ninety days, or when the child has demonstrated readiness, information will be shared with the Scheduling Coordinator, who will then adjust the child's schedule and inform the parents. After the ninety day period, a child's schedule may be adjusted regularly until reaching an optimal balance and routine specific to them.

In Junior Preschool, the children will remain in one classroom for a full day. This gives them continuity of care as they refine their self-help and independence skills. Throughout the week, on a daily basis, Junior Preschool children will move between the classroom environments.

In Preschool, children transition several times in the course of a day, from one room to another. Depending on if a child is a napper or a non-napper they will eventually experience up to two or all three different classrooms in a day.

While these transitions can be stressful for many children (and parents) at first, Building Brains considers these as opportunities to show children that they are capable and can overcome challenges. Transitions encourage the children to flexible, adaptable, as well as develop their

independence. In the long term, these transitions challenge the children to identify and take ownership of their own learning styles and work preferences.

If, after time and support, a child is unable to transition between the environments, it may be determined that Building Brains may not be the best fit for that child and Building Brains may terminate care in the best interest of the child.

Children's Schedules

It is expected that over time, all children at Building Brains will be able to successfully move between all three classroom environments, though this can take place at different times for different children.

Children's schedules will change regularly over the course of the year for several reasons. Most importantly, children's schedules will be reviewed often to ensure that the correct balance between the different learning environments is being achieved. Feedback from the teachers regarding the children's schedules is provided monthly, and feedback from parents may also be considered.

Please note, Building Brains will not accommodate any requests to limit a child's schedule to just one learning environment, as this is not a part of Building Brains philosophy.

Neighbourhood Walks & Outings

Building Brains believes in the importance of daily physical activity, including outdoor time at least once per day when weather permits. From time to time, children may be taken on neighbourhood walks or outings in close proximity to the campus. These activities are separate from regularly scheduled field trips and may be spontaneously initiated by children's interests. Children will leave the campus with the regular room staff that will bring with them the room's first aid kit, emergency contact information binder, emergency medications and a cell phone in order to maintain communication with campus management at all times. The neighbourhood walks will follow a pre-determined route shared with parents at time of enrollment.

Field Trips & Special Guests

In order to enhance the programming offered to the families attending the campus, Building Brains may schedule either field trips or special guests, or both, on a regular basis. There may be an additional fee associated with the field trip or special guest, and children are not required to participate in these optional activities.

When special guests come to the campus, they will work with groups of children at scheduled times. They will not be left unattended with any child. Special guests are not required to complete any volunteer paperwork and they are screened in advance by their professional organization and/or employer. Special guests may include all sorts of persons who can enhance the learning objectives of the campus. They may include individuals from: the Public Library, the Police Service, the Fire Department or Emergency Medical Services, veterinarians, cultural visitors, chefs, or many others.

Families who wish to participate as special guests to share specific skills or experiences to enhance children's programming can discuss this option with the campus management team to determine how this can best be accomplished.

When field trips are scheduled, parents and guardians will be provided with a consent form outlining the specifics of the field trip. Parents and guardians will be required to consent in writing for their child to participate in the outlined field trip. Consent forms will include the following:

- The location of the field trip (name and address)
- The time of departure from the campus and estimated return time to the campus
- The method of transportation being used
- The number of volunteers required to assist in enhancing the ratio and supervision of children while on the offsite activity
- A description of the activity
- A description of the supervision plan that will be implemented while on the excursion

Parents are requested to participate in field trips to support their own children, and to act as ratio enhancement. In these circumstances, parent volunteers will be provided with a short orientation and will be requested to fill in additional paperwork outlining confidentiality, code of ethics as well as the behavior guidance policy. If insufficient numbers of volunteers can be secured, field trips may have to be cancelled.

Building Brains does not transport children requiring safety seats in vehicles to offsite activities. The use of public transit, chartered buses, or community walks are the only approved methods of transportation used by the campus.

Social Media and Technology

Photos, Creative Arts & Social Media

In order to enhance the child care environment and allow children to feel as though they are actively involved in the campus, Building Brains may take photos of our students for use within the campus, social media, via the Brightwheel app, and on our website for parents, families and friends.

Photos may include individual photos of the children, photos of children involved in various activities throughout the campus, photos taken to document a series of events to reach a learning goal or objective identified by campus staff, or for similar reasons.

Additionally, as children complete various art experiences with the campus, these may be posted in the rooms to enhance the visual space as well as promote a sense of accomplishment and inclusion of children in the campus.

Media Release

Photos and/ or video may be taken of children or their artwork while they participate in Building Brains program activities. Media images or reproductions of original art and writing involving the children may be used in newsletters, childcare sector workshops, social media sites, websites or by community media outlets.

Such use might occur during or up to five (5) years after participation in our programs. Should images of former students appear in current material, the parents of the children will not be notified.

Media denial forms are provided at the time of registration and give parents the opportunity to provide or withhold consent for individual photos.

By signing the media denial form, you are withdrawing consent for your child to appear individually in social media posts, educational videos, and promotional material.

Documentation

Photos of children working on activities in groups or individually will be used for the purpose of classroom and learning documentation. These photos are added to a documentation binder and go home with parents at the end of the academic year when the child graduates and will also be shared periodically during parent teacher interviews. Such photos are also used for daily sharing between the campus and families via the Brightwheel app.

Group Photos and Event Media

Building Brains regularly takes group photos and videos in the classroom and during internal and external social events, field trips and for documentation of our programs for marketing and informational purposes. Children who are on the media denial list will still appear in these photos or videos as long as it is in a large group setting (five children or more). In these situations, we take care to avoid showing close-up or front-facing shots of children with media denial forms.

Use of Technology

Building Brains believes in the use of practical and traditional play materials in most of the experiences it provides to the children and families in the campus. However, Building Brains also believes that electronic or computer devices can enhance a child's school experience. Should technology be used in the classrooms, it will be done so with proper supervision and child appropriate content.

The campus does not promote the use of televisions and screen time except when special videos are presented around children's interests. At those times, the video played will be posted and logged in the classroom and shall be made available to parents upon request.

During special occasions, Movie Days may be offered to children as an activity, for instance during pyjama day or Christmas break. At these times, parents will be informed in advance of the activity taking place, and all movies and shows will be selected with a "G" rating. During Movie Days, children will always have the option to access other materials and activities.

Frequently Asked Questions

My child's birthday is approaching. What does the campus do to recognize birthdays and can I bring anything in?

Brain Builders recognizes the excitement children will often experience around their birthday and the turning of another year. The campus recognizes birthdays by singing 'Happy Birthday' to the birthday child during afternoon snack on their actual birthday date. In addition, the Left Brain, Right Brain and Movement classrooms all have their own unique way of recognizing birthdays. If you would like to bring in any item for the occasion, we ask that all food be peanut and treenut free, as well as produced in a commercial kitchen (store bought).

All my child ever does is play. When will they start learning some real skills?

For a child, play is work and work is play! Although it can sometimes appear that all a child is doing is filling the time of the day with play, a tremendous amount of learning is taking place. For instance, when a child uses Lego blocks for building, they are developing fine motor skills by sticking pieces together and pulling them apart, mathematical skills through the observation of how the different sized blocks fit into specific spaces and shapes, pre-literacy skills through the colour or size sorting of pieces, and imagination skills when they are building their own creations without the assistance of a visual diagram.

I'm worried about the development of my child. It seems like all the other children in their age group are so much more advanced.

If you are worried about the developmental level of your child, please bring these concerns to the staff working with your child. Our staff are continually making observations on your child throughout their day and may be able to provide you with information you were not aware of. All children develop at varying paces, and usually with one area of development being stronger than others. For instance, some children develop very strong language skills at an early age, but it takes them a little longer to catch up in physical developmental areas such as fine motor or gross motor controls. Usually, by the time children are entering Kindergarten, most areas of development between children have levelled out, but if you have any ongoing concerns about your child, please be sure to discuss these with your physician.

I have items I would like to donate to the campus. Do you accept donations?

We appreciate you thinking of the campus for any donations you may have. Please be sure to speak with the campus management team prior to bringing in any donations as the campus does not have a lot of extra storage space and they can determine whether the campus would be able to use your donation in a positive way to enhance programming. Unfortunately, under our food license, we cannot accept donations of any non-commercially produced goods.

How many times a day do the children go outside to play? And for how long?

Each classroom can go outside at least once a day, for 30-40 minutes, weather permitting. The Campus Director will make the final call at each location as to the weather.